

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
JANUARY 11, 2021**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 16, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, January 11, 2021, Regular Board Meeting was not physically open to the public and all Board Members teleconferenced into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public were able to listen to the Board Meeting, and provide public comment by sending comments to the Board Clerk.

CALL TO ORDER

President Handley called the meeting to order at 4:00 p.m. The regular meeting time was modified due to the COVID-19 emergency.

SALUTE TO THE FLAG

ROLL CALL

PRESENT: Tom Handley, President
Pat Kite, Vice President
Anjali Lathi, Secretary
Manny Fernandez, Director
Jennifer Toy, Director

STAFF: Paul Eldredge, General Manager/District Engineer
Karen Murphy, District Counsel
Mark Carlson, Business Services Manager/CFO
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Robert Simonich, Fabrication Construction and Maintenance Manager
Armando Lopez, Treatment and Disposal Services Manager
Shawn Nesgis, Collection Services Team Coach
Ric Pipkin, Enhanced Treatment Site Upgrade Program Manager
Karoline Terrazas, Organizational Performance Manager
Jason Yeates, Organizational Performance Coordinator
Michelle Powell, Communications and Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF DECEMBER 14, 2020

It was moved by Director Fernandez, seconded by Secretary Lathi, to Approve the Minutes of the Board Meeting of December 14, 2020. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy
NOES: None
ABSTAIN: None
ABSENT: None

NOVEMBER 2020 MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided an overview of the Odor Report and Work Group Reports and Business Services Manager Carlson reviewed the financial reports included in the Board meeting packet.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH HAZEN AND SAWYER FOR DESIGN SERVICES FOR THE ENHANCED TREATMENT AND SITE UPGRADE PHASE 1B AND 1C PROJECTS AND TASK ORDER NO. 1 FOR THE ENHANCED TREATMENT AND SITE UPGRADE PHASE 1B PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Enhanced Treatment and Site Upgrade (ETSU) Program Manager Pipkin stated the ETSU Phase 1B and 1C Projects will include construction of new secondary clarifiers, effluent facilities, and conversion of existing clarifiers to primary effluent equalization storage as planned in the ETSU Program Report. Staff proposed design begin for the Phase 1B project prior to commencement of construction of Phase 1A due to the schedule for Phase 1 of the ETSU Program. Construction of Phase 1C can commence immediately following Phase 1B construction and design of the Phase 1C project will begin prior to construction of Phase 1B. Hazen was the only firm that responded affirmatively to the District's letter to prequalified professional engineering design firms seeking interest in serving as the Lead Design Consultant for the Phase 1B and Phase 1C projects. The purpose of Task Order No. 1 is for Hazen to provide professional services required to complete final design for the Phase 1B project. Staff recommended the scope and fee for final design of the Phase 1C project be negotiated and presented to the Board for

consideration under a separate task order after Phase 1B design is underway. The total not to exceed fee for design of the Phase 1B project in Task Order No. 1 is \$7,960,952, a detailed summary of the scope and fee for Task Order No. 1 was included in the agenda packet. Staff recommended the Board authorize the General Manager to execute an Agreement with Hazen and Sawyer for design services for the Enhanced Treatment and Site Upgrade Phase 1B and 1C Projects and Task Order No. 1 for design of the ETSU Phase 1B Project in the amount of \$7,960,952.

It was moved by Secretary Lathi, seconded by Director Toy, to Authorize the General Manager to Execute an Agreement with Hazen and Sawyer for Design Services for the Enhanced Treatment and Site Upgrade Phase 1B and Phase 1C Projects and Task Order No. 1 for design of the ETSU Phase 1B Project in the Amount of \$7,960,952. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy
NOES: None
ABSTAIN: None
ABSENT: None

CONSIDER A MOTION TO REPLACE VIDEO INSPECTION EQUIPMENT

This item was reviewed by the Budget & Finance Committee. Collection Services Coach Nesgis stated the District's current video inspection equipment has reached the end of its useful life after 19 years in use. Staff researched and tested two different video inspection systems and have recommended the IBAK Rapid View system be purchased. The purchase price will include installation of equipment and two days of training for staff. The new equipment will be installed in a way that will be transferrable to a new vehicle when the vehicle currently in use reaches the end of its useful life. Staff recommended the Board authorize the purchase of replacement video inspection equipment for the Inversion Lining Truck for a purchase and installation price of \$108,083.51.

It was moved by Vice President Kite, seconded by Director Fernandez, to Authorize Purchase of Video Inspection Equipment for the Inversion Lining Truck for a Purchase Price of \$108,083.51. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy
NOES: None
ABSTAIN: None
ABSENT: None

RECEIVE INFORMATION AND PROVIDE DIRECTION REGARDING BANKING SIGNATORIES

Business Services Manager/CFO Carlson stated staff presented an item at the December 14, 2020, Board meeting for the Board to consider a resolution to update the District's Union Bank signatories. The Board directed staff to find out if all Board members

were required to be signers on the account, if all signers need to be present at the same time at the bank to sign documents, and how signatures on checks determined. Staff found that, while there are no requirements regarding the number of individuals listed as signatories on the bank card, District past practice has been to have all five Board members be signatories. Union Bank does not required signers to be physically present at the bank when signing the bank card, the Board authorizes the District's CFO to witness and accept the signatures via Public Entity Resolution. The signatures of two authorized individuals are printed on checks. Since 2009, the two signatures that appear on the checks have been the General Manager and one Board member. Staff recommended the following:

- Maintain the practice of having all five Board members as check signers.
- Check signers should be the General Manager and the Board President, which will be updated when the Board president changes annually.
- Update Internal Controls Policy No. 2010 at a future Board meeting to memorialize the proposed changes.
- Present the banking documents from the December 14, 2020, Board meeting for review and approval by the Board at its January 25, 2021 meeting.

The Board agreed with all staff recommendations listed above.

INFORMATION ITEMS:

FY20 Strategic Performance Annual Report

This item was reviewed by the Legal/Community Affairs Committee. Organizational Performance Manager Terrazas presented the Fiscal Year 2020 Strategic Performance Annual Report included in the Board meeting packet and responded to Boardmember questions.

The Board directed staff to remove "Annual" from the report title and replace with "Fiscal Year 2020" before forwarding to interested parties.

Consultant Shortlists for Capital Improvement Projects

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Manager Ghossain stated the District utilizes consultant shortlists to assist with the selection of consultants for future Capital Improvement Projects. Consultants on the shortlists have been pre-qualified by the District based on their firm's qualifications, experience, and project team personnel. The shortlists are reviewed and updated every three years; the last update was in December 2017. Staff will utilize the new shortlists, included in the Board meeting packet, and re-evaluate the lists prior to their expiration at the end of 2023.

Update on the Subsurface Investigation at the Alvarado Wastewater Treatment Plant

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Director Ghossain stated Alameda County Water District is responsible for regulating the groundwater supply within Union Sanitary District's service

area. The purpose of the Plant's groundwater monitoring program was to document groundwater conditions in areas of concern at ten monitoring wells. In September 2020 Brown and Caldwell sampled the groundwater from the seven remaining wells, analyzed the test results and prepared a report. Conclusions from the 2020 groundwater monitoring event were outlined in the Board meeting packet.

Legislative Update on State and National Issues of Interest to the Board

This item was reviewed by the Legislative Committee. General Manager Eldredge presented an overview of the legislative update on State and National issues of interest as included in the Board meeting packet.

Report on the East Bay Dischargers Authority Meeting of November 19, 2020

Director Toy provided an overview of the EBDA meeting minutes included in the Board packet.

COVID-19 Update

General Manager Eldredge provided an update regarding COVID-19 impacts on District operations and coordinated efforts.

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Audit, Legal/Community Affairs, Legislative, Budget & Finance, and Engineering and Information Technology Committees met.

The Board requested staff report out whenever a Board Ad Hoc Committee meets as part of the Committee Meeting Reports section of the meeting.

GENERAL MANAGER'S REPORT:

General Manager Eldredge stated the following:

- The California Association of Sanitation Agencies (CASA) Winter Conference will be held virtually January 27 and 28, 2021. Directors were requested to reach out to staff to be registered before the January 22, 2021, registration deadline.
- The Purchasing Policy Board Workshop has been scheduled for January 20, 2021, and the Capacity Fee Study Board Workshop has been scheduled for January 27, 2021.


OTHER BUSINESS:

There was no other business


ADJOURNMENT:

The meeting was adjourned at 5:04 p.m. to a Board Workshop to be held virtually at 4:00 p.m. on Wednesday, January 20, 2021.


SUBMITTED:

DocuSigned by:

E550CBBC143D4D7...
REGINA McEVOY
BOARD CLERK

ATTEST:

DocuSigned by:

3397E6A1ED28476...
ANJALI LATHI
SECRETARY

APPROVED:

DocuSigned by:

C0CC5EF393E9442...
TOM HANDLEY
PRESIDENT

Adopted this 25th day of January 2021

Certificate Of Completion

Envelope Id: 46CDF1227FF04492A495FE8B850436DB	Status: Completed
Subject: USD Requests you Please DocuSign: 01112021 Minutes.pdf	
Source Envelope:	
Document Pages: 6	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Regina McEvoy
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	5072 Benson Road
	Union City, CA 94587
	Reginam@unionsanitary.ca.gov
	IP Address: 50.227.238.26

Record Tracking

Status: Original	Holder: Regina McEvoy	Location: DocuSign
1/27/2021 12:04:04 PM	Reginam@unionsanitary.ca.gov	

Signer Events

Tom Handley
 thandley@unionsanitary.ca.gov
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 C0CC5EF393E9442...

Signature Adoption: Pre-selected Style
 Using IP Address: 107.3.183.199
 Signed using mobile

Timestamp

Sent: 1/27/2021 12:09:17 PM
 Viewed: 1/27/2021 3:57:15 PM
 Signed: 1/27/2021 3:57:25 PM

Electronic Record and Signature Disclosure:
 Accepted: 10/29/2020 3:22:28 PM
 ID: 96cab493-de11-462b-98b8-851bd2f945b4

Anjali Lathi
 alathi@unionsanitary.ca.gov
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 3397E6A1ED28476...

Signature Adoption: Drawn on Device
 Using IP Address: 174.222.0.225
 Signed using mobile

Sent: 1/27/2021 3:57:26 PM
 Viewed: 1/27/2021 10:58:32 PM
 Signed: 1/27/2021 10:58:40 PM

Electronic Record and Signature Disclosure:
 Accepted: 10/30/2020 11:15:31 PM
 ID: f001f527-25b1-4fc8-8a4a-7e058dfbba25

Regina McEvoy
 reginam@unionsanitary.ca.gov
 Assistant to GM
 Union Sanitary District
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 E550CBBC143D4D7...

Signature Adoption: Pre-selected Style
 Using IP Address: 50.227.238.26

Sent: 1/27/2021 10:58:41 PM
 Viewed: 2/3/2021 10:41:23 AM
 Signed: 2/3/2021 10:41:29 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	1/27/2021 12:09:17 PM
Certified Delivered	Security Checked	2/3/2021 10:41:23 AM
Signing Complete	Security Checked	2/3/2021 10:41:29 AM
Completed	Security Checked	2/3/2021 10:41:29 AM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure
